

### **STA Membership Chair Description**

Keeps an up-to-date list of all STA members, including addresses, phone numbers, e-mail addresses, membership numbers, and status of paid dues

Sends reminders each year that dues need to be paid on September 1<sup>st</sup>

Contacts members who have not paid dues by October 1<sup>st</sup>

Informs members of the Annual Meeting at least one month ahead, then does a follow-up reminder just before the meeting

Is a full voting member of the STA Board and gives input on all issues

Works amiably with all members

Promotes STA at all times